

Town of New London
Selectmen
Charter of the Building and Facilities Committee
April 5, 2021

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5 1. Establishment by the Board of Selectmen

6 The Selectmen of the Town of New London established the Building and Facilities
7 Committee on May 20, 2019.
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9 2. Charge of the Committee

10 a. The Building and Facilities Committee provides analysis, advice, and
11 recommendations to the Board of Selectmen related to the Town's buildings and
12 facilities. It shall report its findings and recommendations to the Selectmen at least
13 quarterly. The Committee will:

14 i. Develop, with the with the Department Heads of the facility being assessed, as
15 appropriate, an assessment of the maintenance needs, site requirements, current
16 and future space needs, and work-flow requirements of Town departments,
17 including priorities and timeline for implementation. Planning shall be based
18 on future department function and size only as those are approved by the
19 Selectmen.

20 ii. All work shall include a review and analysis of the current Master Plan,
21 the Capital Improvement Program of the Planning Board, the budget adopted by
22 the Budget Committee, and such additional input as those Committees wish to
23 present. This assessment shall be reviewed and updated annually.

24 iii. Develop, with the Director, Department of Public
25 Works a comprehensive facility management program, pursuant to which the
26 Director, DPW, shall consult with each Department Head of the facility being
27 assessed in the development and execution of the management plan, and shall
28 conduct an operating audit of this program annually.

29 iv. At the request of the Selectmen, provide advice, and consultation for specific
30 projects and provide advice and consultation to any project manager assigned to
31 oversee a specific project. The Committee shall also consult with the Fire
32 Inspector, New London Fire Department and the Building Inspector (currently the
33 NH State Fire Marshal) as appropriate for construction projects under its review.
34 When requested by the selectmen, the Committee shall act as Town representative
35 to specific project construction teams.

36 v. Undertake such other matters and review such other issues as may be directed
37 from time to time by the Selectmen.
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39 3. Appointment, Membership, Length of Service and Removal

40 a. Appointment: Appointments shall be made by the Board of Selectmen, which
41 shall appoint an *ex officio* member from that Board, who shall have a vote on the
42 Committee. The Budget Committee shall recommend one of its members to serve as
43 an *ex-officio* member from the Budget Committee, who shall have vote on the
44 Committee.
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46 b. Membership:

1 ii. The Facilities Committee shall consist of no fewer than four (4) and no
2 more than seven (7) members-at-large who shall be residents of the Town of New
3 London and two *ex officio* members: one Selectman and one Budget
4 Committee member. The emphasis in the Selectmen’s selection of members of
5 the Committee will be their background, experience, and expertise of relevance to
6 the responsibilities of the Committee. The Committee may consult or seek the
7 advice of those who have expertise, professional background or experience
8 relevant to subjects under its consideration, including both residents and non-
9 residents.

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11 c. Length of Service: Members-at-large shall be appointed for a term of three
12 years, except for the first appointments which shall be for a term of one year, two
13 years and three years so that there are not more than 3 terms expiring in any one year.
14 Vacancies shall be filled for the unexpired term.

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16 d. Removal: A member-at-large may be removed upon missing two consecutive
17 meetings, without being excused by the Chair prior to the meeting or retroactively.

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19 4. Rules for the Conduct of Meetings of the Facilities Committee

20 a. With respect to all matters in the conduct of its business the
21 Committee shall abide by the New Hampshire Right to Know Law (RSA 91-
22 A) and the standard procedures for committee meetings, including posting notice
23 of meetings, agendas and meeting minutes to the town website.

24 b. Meetings

25 i. The Committee shall elect its own Chair and Vice Chair. If the Committee
26 Chair is unable to attend a meeting, the Vice Chair shall serve as acting Chair.

27 ii. The Committee will hold not fewer than twelve (12) meetings each year and
28 such additional meetings as the Chair may deem necessary or appropriate. All
29 meetings shall be at the call of the Chair, or at the request of any three members
30 of the Committee.

31 ii. Quorum

32 1. A majority of the members of the Committee shall constitute a quorum.

33 2. In the absence of a quorum, a lesser number may adjourn the meeting.

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35 5. Periodic Review of Charter

36 As part of its continuing commitment under this Charter, the Committee will review and
37 assess the adequacy of the Building and Facilities Committee Charter periodically, but
38 not less often than once every two years. The Committee will submit any proposed
39 revisions to the Selectmen for review and decision.

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41 6. Termination of Committee

42 The Buildings and Facilities Committee may be dissolved as a town committee by a vote
43 of the Selectmen. Upon such vote, all member terms will terminate on the effective date of
44 the action.

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46 Approved at Selectmen’s meeting April 5, 2021

- 1 Appointments: TERM
- 2
- 3 Colin Beasley: 2024
- 4 Peter Bianchi: 2023
- 5 Bob Bowers: 2022
- 6 Richard Cross: 2023
- 7 Peter Hogle: 2022
- 8 Phil Sherman: 2024
- 9 John Cannon – ex officio – Selectman
- 10 Joe Cardillo – ex officio – Budget Committee