

# **Merrimack Conservation Commission Charge of the Horse Hill Nature Preserve Sub-Committee**

December 21, 2015

## **Horse Hill Nature Preserve Sub-Committee to the Merrimack Conservation Commission**

**Title:** Horse Hill Nature Preserve Sub-Committee

**Status: Advisory:**

Ad-Hoc and created by the Conservation Commission.

**Purpose:**

The purpose of the Sub-Committee shall be to advise the Conservation Commission on all subject matters related to the Horse Hill Nature Preserve.

The Sub-Committee shall act as the “eyes and ears” of the Conservation Commission as related to the Horse Hill Nature Preserve and shall implement and/or oversee any improvements or alterations made to this property.

**Mission:**

To investigate, implement, deliberate, educate, and provide recommendations on any concerns, complaints, issues, improvements, alterations, activities, or questions raised by fellow Sub-Committee members, Town Residents, Town Staff, Merrimack School District, Merrimack Village District, Town Council or the Conservation Commission and in accordance with its purpose.

**Charge:**

To provide the Conservation Commission with input, advice, and recommendations for improvements, alterations, ordinances, definitive plan, or any other aspects related to its purpose or mission.

To work with the Conservation Commission on items related to its mission and purpose.

Final approval of all recommended activities, alterations, improvements, plans, ordinances or policy changes, additions, or deletions rests with the Conservation Commission or as dictated by the Horse Hill Nature Preserve Definitive Plan, Merrimack Town Charter or applicable State Law.

**Membership:**

Seven (7) Full-time members and up to three (3) Alternate members.

Membership shall include:

- One member of Conservation Commission (Fulltime or Alternate) to serve as an ex-officio Fulltime member. This member has full voting privileges.

- Six (6) other Full-time members with full voting privileges.

One of these 7 members to be voted as the Chairperson of the Sub-Committee and another as Vice-Chairperson.

- Up to three (3) Alternate members who can serve as a full voting member in the absence of a Full-time member and so appointed by the Chairperson.

Full-time and alternate members appointed by the Conservation Commission, are to serve a 3-year staggered term (August 1<sup>st</sup> to July 31<sup>st</sup>). The terms are to be staggered so that in one year no more than 2 members of each type are recommended and approved. In the case of a vacancy, this rule shall be relaxed but the new member will be recommended and approved to fill out the remainder of the unexpired term.

Members should attend all meetings if possible. At a minimum, members are expected to attend at least one of every three meetings called and properly noticed by the Chairperson. Lack of attendance at meetings is cause for the Conservation Commission to consider removal of a member from the Sub-Committee.

All Full-time members shall be residents of the Town of Merrimack. Alternate members are not required to be residents of Merrimack, but non-resident members cannot serve as permanent Full-time members.

***Organization of Committee:***

Sub-Committee “Officers” are to include a Chairperson and Vice Chairperson only. The Chairperson and Vice Chairperson shall be elected annually by a majority of the members present and shall serve a term of 1 year or until a successor is duly elected. The Sub-Committee shall hold the election of officers at its 3<sup>rd</sup> quarter meeting of each year.

The Sub-Committee Chair is responsible for facilitating the meetings and ensuring all activities of the Sub-Committee adhere to RSA 91-A; including posting of meeting agendas and taking of minutes. The Chair is also the liaison between the Sub-Committee, the Community Development Director, and the Conservation Commission.

The Sub-Committee Chair shall meet at least annually with the Conservation Commission to update the Commission on the activities of the Sub-Committee.

The Sub-Committee Chair may be asked by the Conservation Commission to represent the Sub-Committee or the Conservation Commission and appear before the Town Council, School Board, or other official body.

The Sub-Committee Chair is allowed to make motions and vote as any other member would.

In the absence or vacancy of the Sub-Committee Chair, the Sub-Committee Vice-Chair will preside.

Working Ad-Hoc Committees may be established and dissolved on topics deemed relevant to the fulfillment of the Sub-Committee's charge or mission. The Sub-Committee can create, fill, and charge these Sub-Committees as needed.

**Working with other interested parties and those who can advise, volunteer, or consult with the Sub-Committee is strongly encouraged.**

***Representative Activities:***

Hear concerns, questions, complaints or comments related to the Conservation Land. Formulate solutions and answers to these concerns, questions, complaints, or comments as related to the Conservation Land.

Perform education related activities for the Commission on items related to Conservation Land.

Make recommendations for policy and ordinance changes or additions as related to the Conservation Land.

Formulate, implement and oversee improvements or alterations to the Conservation Land in accordance with the approved Definitive Plan.

Proactively seek to improve the recreational opportunities of the Conservation Land in accordance with the approved Definitive Plan.

Create and maintain accurate maps of the various trails and points of interest in the Conservation Land.

Create, produce content for, and maintain the kiosks for the property.

Provide an annual report on the Conservation Land to be provided to the Conservation Commission at the annual meeting between the Sub-Committee Chairperson and the Conservation Commission.

The Sub-Committee shall create a procedure on how an item may be brought to the attention of the Sub-Committee. This procedure and any forms required are to be made available electronically (for posting on the Commission's Website) and in hard copy form to be available to the Community through the Community Development Department.

***Meeting Frequency:***

At the call of the Chair, but quarterly at a minimum. Additional meetings beyond the quarterly meetings are encouraged.

***Budget:***

As approved by the Conservation Commission.

***Staff Support:***

As approved by the Community Development Director and/or Town Manager upon recommendation to them by the Conservation Commission.