



Naomi L. Bolton
Town Administrator

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Town of Weare

Selectmen's Office
15 Flanders Memorial Road
Weare, NH 03281
(603) 529-7535

www.weare.nh.gov

Board of Selectmen:

Janice Mathews, Chairman
Benjamin D. Knapp, Vice Chair
Salim R. Blume
James Drury
David Pratte

Email: boardmembers@wearenh.gov

Operations Policy

Town Of Weare Board of Selectmen's Meetings

The Weare Board of Selectmen adopt the following as their operating guidelines to promote order, transparency, and public participation.

The Weare Board of Selectmen shall meet at least every other week on Monday evenings beginning at 6:30 pm in the Conference Room of the Town Office Building (15 Flanders Memorial Drive, Weare, NH 03281) unless otherwise agreed to by the board and posted in the official meeting notice. The board may adopt a summer schedule; that schedule will be reflected on the meeting calendar (posted on the town website) upon adoption. Any person with a disability who wishes to attend a Board of Selectmen's meeting and needs to be provided a reasonable accommodation in order to participate should contact the Selectmen's Office (603-529-7535) at least 24 hours in advance so that appropriate arrangements can be made. In the spirit of further transparency and as an added public service, meetings may be broadcast live and/or recorded and placed on the Town's cable channel and/or YouTube account.

Agenda: The agenda for the Selectmen's meetings shall be compiled by the Town Administrator or designee, in consultation with and approval of the Chair. The board endeavors to exceed the timely posting requirements of NH RSA 91-A by posting the meeting notice, with agenda, at least 48 hours in advance in the following minimum locations:

Weare Town Website, www.weare.nh.gov

Weare Town Office Lobby

Weare Post Office Lobby

It should be noted that most board meetings will include a Public Comment; a time limit may be imposed by the Chair. This portion of the agenda is intended for the legislative body to provide opinion and data to the board as well as make announcements that benefit the community at large. The board may respond to a public comment but is not required to do so. The Weare Board of Selectmen encourages civil dialog. Anyone in the audience exhibiting disruptive and abusive behavior will be asked to stop.

When another town board, committee, or commission requests to be on the agenda directly, or has a member appointment recommendation for the board's consideration, every effort will be made to accommodate the request at the next scheduled meeting provided the request is made no later than 72 business hours prior to the meeting. Requests should be directed to the Town Administrator.

Ex Officios: Ex officio appointments are required by law for some town boards, committees, commissions, such as the Planning Board, others by town policy or ordinance. It is the expectation of

the Board of Selectmen that an Ex officio will be a full participating, voting member on the other town board, committees, commissions unless prohibited by law.

Liaisons: Board/Department Liaison(s) may be designated to foster communication and collaboration between the board/department and the Board of Selectmen. These liaisons are not advocates, nor are they voting members if assigned to other town boards, committees, or commissions. Liaisons are simply additional avenues for communication and collaboration. In no instance shall the liaison be substituted for the official chain of command or any other direct supervisory capacity. Further, liaisons have no authority to make agreements or give direction without first receiving authority to do so from the entire Board of Selectmen and having such authority voted on in a board of selectmen meeting and recorded by topic and vote in the meeting minutes.

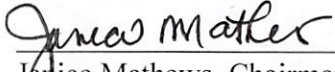
Vacancies: If a vacancy occurs on the Weare Board of Selectmen, the remaining board members (hereinafter referred to as “board”) shall follow the appropriate sections of NH RSA 669 to fill the vacancy. In accordance with the aforementioned RSA, the board has the sole responsibility to appoint the replacement board member who will serve until the next annual town election, where a successor will be elected for the remaining term.


In the interest of transparency and public knowledge of what their government is doing, the following additional guidelines are set forth:

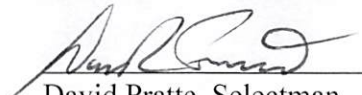
- The board, through the Town Administrator, shall provide timely notification of the vacancy to the citizens utilizing the same process as is used for meeting notice and agenda publication.
- The board shall establish an estimated timeline for filling the vacancy, including a deadline for receiving interest submissions from any Weare citizen wishing to be considered for the appointment. This deadline shall be no less than 10 calendar days and shall be posted in the same locations as the original vacancy notification or included in the initial vacancy notice, if known at that time.
- Citizen submissions of interest to fill the vacancy shall be sent to the board and Town Administrator via email and by the posted deadline. The interest communication shall minimally include the following. Submitters are reminded that all correspondence is subject to NH RSA 91-A (Right To Know).
 - a) Name
 - b) Address
 - c) Contact information
 - d) Reason for interest
 - e) Summary of qualifications
- All discussions related to the fulfilment of the vacancy shall be in public meeting(s). This includes but is not limited to: names of persons submitting interest, discussions about qualifications, interviews, and final appointment selection deliberation and voting.
- Nothing in this section should be construed to prohibit any individual board member from making the publicized vacancy known to any citizen of Weare.

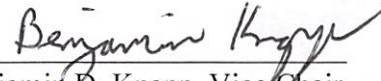
This policy may be amended from time to time by a formal vote of the Board of Selectmen. The adoption of this revision on this 15th day of April 2024, will vacate prior versions adopted by the Weare Board of Selectmen.


WEARE BOARD OF SELECTMEN



Janice Mathews, Chairman

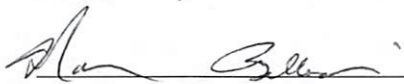

Salim R. Blume, Selectman


David Pratte, Selectman


Benjamin D. Knapp, Vice Chair


James Drury, Selectman

Recorded by Weare Town Clerk on  15 April, 2024
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Maureen Billodeau, Town Clerk

Originally Adopted: October 23, 1995

Prior Revisions: November 18, 1996; October 23, 1995; July 12, 1995; April 3, 1995