

TOWN OF DEERING, NEW HAMPSHIRE Conservation Commission
Bylaws/Rules of Procedure

As Of 2022

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Town of Deering New Hampshire

CONSERVATION COMMISSION BY-LAWS AND RULES OF PROCEDURE

SECTION 1: Title; Amendment

- 1.1 These rules may be cited as the Deering Conservation Commission Board Rules of Procedure.
- 1.2 These rules may be amended and revised by a majority vote of the members of the board.

SECTION 2: PURPOSE and AUTHORITY

- 2.1 The purpose of the Conservation Commission is to protect the watershed resources and promote the proper utilization and protection of natural resources within the Town of Deering.
- 2.2 These Bylaws and Rules of Procedure are adopted under the authority of New Hampshire Revised Statutes Annotated (RSA) 36-A, "Conservation Commission".
- 2.3 Forestry pursuant to RSA 31:110-113

SECTION 3: Membership; Officers; Terms of Office

- 3.1 The Conservation Commission shall consist of seven (7) members who are residents of the Town of Deering appointed by the Board of Selectmen.
- 3.2 Selection, qualification, terms, removal of members, and filling of vacancies shall conform to RSA 673.
- 3.3 Terms of office commence on April 1st and end on March 31st three years subsequent, provided however that the term shall continue until a successor is appointed.
- 3.4 The Conservation Commission shall elect the following officers: Chairman and Vice Chairman.
- 3.5 The Board shall appoint a clerk.
- 3.6 Officers are elected for a one (1) year term at the first regular meeting following the annual town meeting.
- 3.7 Three (3) qualified alternates shall be appointed to three (3) year terms by the Board of Selectman. Alternates should attend all meetings to familiarize themselves with the workings of the board to stand ready to serve whenever a regular member of the board is unable to fulfill his/her responsibilities.
- 3.8 Attendance: Members are expected to attend all meetings and workshop sessions. Members shall be permitted to miss three (3) meetings in a single calendar year. Upon missing three (3) meetings, the Chairman shall notify the member by writing of the next upcoming meeting. Should the member miss a fourth meeting, the DCC may submit a request in writing to the Board of Selectmen to have said regular member removed from the Board in accordance with RSA 673:13

SECTION 4: Duties of Officers

- 4.1 The Chairman shall preside over meetings and shall be responsible for conduct and decorum of the meeting. The Chairman shall have the responsibility to ensure that all parties receive a full and fair hearing before the Board. Enforce the rules herein and applicable State laws, appoint such committees as directed by the Board and shall, with the assistance of the clerk and town staff, post meeting notices, prepare an annual report and perform other duties customary to the office.

- 4.2 The Vice-Chairman shall preside over meetings and assume the duties of Chairman in the absence of the Chairman.
- 4.3 The clerk shall maintain a record of all meetings, transactions and decisions of the Board, and perform such other duties as the Board may direct by resolution. The clerk may also hold seat of alternate.

SECTION 5: Duties of the Commission

~~SECTION 5:~~ SECTION 6:

- ~~6.1~~ 6.1 Manage all conservation and open space easements, including maintaining an accurate inventory and periodic visits to properties with easements.
- ~~6.2~~ 6.2 Manage a Lake Host Program of all boats entering and leaving Deering Reservoir under NH Lakes, including hiring Lake Hosts to staff the boat launch, and to recruit volunteer Lake Hosts.
- ~~6.3~~ 6.3 Support Lake Water testing under the Department of Environmental Services (DES) Volunteer Lake Assessment Program (VLAP) and track lake water testing.
- ~~5.1~~ 5.1 ~~Conduct research into Deering land and water areas.~~
- ~~5.2~~ 5.2 ~~Manage all conservation and open space easements, including maintaining an accurate inventory and periodic visits to properties with easements.~~
- ~~5.36.4~~ 5.36.4 Keep an index of all open space and natural aesthetic or ecological areas in Deering including marshlands, swamps and other wetlands.
- ~~5.46.5~~ 5.46.5 Advise the Planning Board and other local bodies on conservation matters
- ~~5.56.6~~ 5.56.6 Seek to coordinate the activities of unofficial groups involved with the protection of natural or watershed resources.
- ~~5.66.7~~ 5.66.7 Keep accurate records of Conservation Commission meetings and actions and file an annual report. These minutes, in draft form, must be made available in accordance with RSA 91-A.
- ~~5.76.8~~ 5.76.8 Manage, protect and properly utilize conservation land.
- ~~5.86.9~~ 5.86.9 Be aware of, investigate and make recommendation on ~~Dredge and Fill permits files filed~~ with the NH Department of Environmental Services (DES), including Dredge and Fill, Shoreland and Wetland permits and associated Permits by Notification and Expedited permits.
- ~~5.96.10~~ 5.96.10 Advise the Selectboard on receipt of gifts, acquisitions and expenditures for conservation purpose of money and property for conservation purposes, subject to approval of the local governing body and in the name of the Town of Deering.
- ~~5.106.11~~ 5.106.11 Maintain a wood Duck Box program, annual visits to clean and maintain boxes.
- ~~5.116.12~~ 5.116.12 Create maps for conservation purposes, for display in town, and for handout to interested parties.
- ~~5.12~~ 5.12 ~~Town wide Water Testing program to monitor water at selected sites in town.~~
- ~~5.13~~ 5.13 ~~Lake Water Testing Support and track lake water testing~~
- ~~5.146.13~~ 5.146.13 Roadside cleanup program, including annual town-wide Spring Roadside cleanup, with Fall notification reminders and Adopt-a-highway between Hillsborough and Wolf Hill

Road.

~~6.14~~ Send children to conservation camp.

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~~5.15~~~~6.15~~ Undertake to manage Japanese Knotweed growing along public roads.

~~6.16~~ Contribute to other natural organizations.

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~~5.16~~~~6.17~~

~~SECTION 6:~~ SECTION 7: **Meetings; Special Meetings; Place; Hours**

~~6.17.1~~ The Board regularly holds meetings on the ~~First~~Second Monday of each month at ~~7~~6:00 pm at the Town Hall.

~~6.27.2~~ A quorum of four (4) members is required to conduct business.

~~6.37.3~~ An affirmative vote of a majority of members voting on a question shall be sufficient for adoption of the question. Members of the Board present may be counted to determine whether a quorum is present although they may abstain from voting affirmatively or negatively. Persons abstaining shall not be considered "members voting" in determining whether a question has been adopted. Members are expected to vote on matters before the Board, unless that member has recused himself/herself. Abstaining from a vote is discouraged, unless the issue pertains to business that took place when the member was absent.

~~6.47.4~~ When the vote on a question is evenly divided, the question shall be deemed to have been defeated.

~~6.57.5~~ A motion to reconsider a previous vote by the Board shall be in order only if made by a member who voted with the prevailing side.

~~6.67.6~~ Unless modified by a vote, the Board regularly follows the following Order of Business:

- a. Call to Order / Roll Call
- b. Communication
- c. Old Business
- d. New Business
- e. Adjournment

~~6.77.7~~ The chairman shall only vote when a question is evenly divided. Alternate members shall only vote when appointed to sit in the place of an absent or disqualified member, excepting that alternate members may vote on administrative and procedural matters

~~SECTION 7:~~ SECTION 8: **Records**

~~7.18.1~~ The records of the Board shall be kept at the DCC office and shall be made available for public inspection at the Town Hall as required by RSA 676:3 II and on the Town website.

~~7.28.2~~ Minutes of the Board meetings shall be kept in accordance with the provisions of RSA 91-A. Minutes shall be considered a summary of events and business transacted once adopted by the Board with any corrections noted