



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

Code Enforcement/Building Inspections/ Planning (603) 772-7391

Fax (All Offices) 603-775-0517

STRATHAM HILL PARK ASSOCIATION COMMITTEE

CHARGE AND OPERATING PROCEDURES

Adopted by the Stratham Select Board Pursuant to RSA 41:8

I. PURPOSE

The Stratham Hill Park Association Committee ("Committee") is established by the Select Board pursuant to RSA 41:8 to serve in an advisory capacity regarding the stewardship, maintenance, improvement, programming, and long-term planning of Stratham Hill Park.

The Committee shall provide recommendations to the Select Board concerning the preservation and enhancement of Stratham Hill Park for the benefit of the residents of Stratham while balancing recreational use, environmental stewardship, historical resources, public safety, accessibility, and fiscal responsibility.

The Committee shall serve solely in an advisory capacity and shall possess no independent authority to expend funds, enter contracts, direct Town staff, regulate park use, or otherwise bind the Town.

II. DUTIES AND RESPONSIBILITIES

The Committee shall:

1. Collaborate with Town departments on matters relating to the operation, maintenance, and improvement of Stratham Hill Park.
2. Assist in identifying park maintenance needs, capital improvements, and long-range planning initiatives.
3. Working with Town departments and Committees review and make recommendations concerning:
 - a. Park infrastructure and facilities (with DPW);
 - b. Recreational opportunities and public use (with Parks and Rec);
 - c. Trail development and maintenance (with TMAC input);
 - d. Environmental and conservation considerations (Conservation);
 - e. Historical and cultural resources within the park (Heritage);
 - f. Park rules, policies, and ordinances (Select Board).

4. Provide opportunity for public input regarding park-related issues.
5. Assist the Select Board and Town Administration in evaluating grant opportunities, donations, volunteer projects, and community partnerships related to the park.
6. Recommend priorities and projects for consideration by the Select Board.
7. Submit recommendations to the Select Board in writing or through meeting presentations as requested.

III. MEMBERSHIP

The Committee shall consist of seven (7) voting members appointed by the Select Board. Membership should, to the extent practicable, reflect a diversity of interests and experience including recreation, conservation, trails, historic preservation, community engagement, and park users. One Select Board Member will be appointed as a voting member. The Town Parks and Recreation Director or designee may serve as the staff liaison; who may participate in discussion but shall not vote.

Up to two alternates may be appointed for one-year terms. If any regular voting members are absent, the chair may appoint an alternate to vote at that meeting.

Members shall serve staggered terms. Initial appointments may be made for one-, two-, and three-year terms to establish staggered expiration dates. The seven voting members shall consist of:

- 2 three-year terms,
- 2 two-year terms and,
- 2 one-year terms,
- The Select Board representative is appointed annually.

Vacancies shall be filled by appointment of the Select Board for the remainder of the unexpired term.

IV. OFFICERS

The Committee shall annually elect from among its voting members:

- Chair
 - The Chair shall preside over meetings and coordinate agendas.
- Vice Chair
 - The Vice Chair shall perform the duties of the Chair in the Chair's absence.
- Secretary
 - The Secretary shall ensure minutes are prepared and submitted in accordance with Town procedures. The Secretary shall maintain membership terms and work with the staff liaison to ensure members remain current or are replaced when vacancies arise.

- Treasurer
 - The Treasurer will coordinate with Town staff to report back on fund balances and to expend funds for activities and projects recommended by the committee and approved by the Select Board.

V. MEETINGS

- Meetings will be held on the last Monday of odd months
- The Committee shall meet as necessary to accomplish its duties, but generally not less than quarterly.
- Special meetings may be called by the Chair or at the request of a majority of the Committee.
- All meetings shall comply with RSA 91-A, including public notice, public accessibility, and minutes.
- A majority of appointed voting members, including alternates appointed to vote, shall constitute a quorum.
- Recommendations shall be approved by a majority vote of members present and voting.

VI. REPORTING

- The Committee shall report directly to the Select Board.
- Committee recommendations shall be advisory only and shall be transmitted to the Select Board through approved meeting minutes, written reports, memoranda, or presentations.
- The Select Board retains final authority over all matters concerning Stratham Hill Park unless otherwise provided by law.

VII. STAFF SUPPORT

- The designates staff liaison may provide technical assistance, information, and project coordination but shall remain under the supervision of the Town Administrator and Select Board. Other Town staff may support the committee at the direction of the Town Administrator.

VIII. LIMITATIONS OF AUTHORITY

The Committee shall not:

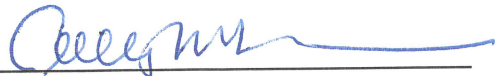
1. Commit Town funds.
2. Direct Town employees.
3. Execute contracts or agreements.
4. Speak on behalf of the Town unless specifically authorized by the Select Board.
5. Undertake construction, maintenance, or operational activities without prior authorization.

IX. ANNUAL REVIEW

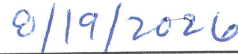
The Select Board shall periodically review the effectiveness, membership, and continued need for the Committee and may amend or dissolve the Committee at any time.

X. EFFECTIVE DATE

These Charge and Operating Procedures shall become effective upon adoption by vote of the Stratham Select Board and shall remain in effect until amended or rescinded by the Board. The Stratham Hill Park Association Committee may begin to operate as a Town Committee as soon as members are appointed.



Allison Knab, Chair



Date



Joe Anderson, Vice Chair



Tedd Tramaloni