



TOWN OF MADBURY
13 Town Hall Rd
Madbury, NH 03823
603.742.5131

Charter for the Madbury Public Works Exploratory Committee

This charter establishes the Madbury Public Works Exploratory Committee and sets its organization, duties, and responsibilities.

Background

Madbury currently uses a Road Agent and contractor model to carry out most public works type tasks within the town. Since the current Road Agent and contractors may not be available in the future, alternative approaches to providing public works services in Madbury must be considered.

Purpose of the Committee

1. To provide a range of options and supporting data to allow the Board of Selectmen (BoS) to make an informed decision on the best way forward to handle public works tasks.
2. To provide comprehensive recommendations on responsibilities, employee structure, equipment, and facilities needed for an in-house Department of Public Works (DPW).

Organization of the Committee

The committee shall consist of seven members (Selectman, Town Administrator, Town Treasurer, Town Road Agent, and three at-large members) appointed by the BoS. The BoS may also appoint alternate at-large members. All members shall be residents of Madbury. Members should have a diversity of opinions and expertise to guard against groupthink.

The Committee shall elect a Chair and Secretary. The committee may elect a Vice Chair. The Committee shall conduct its meetings as a Public Body (to include noticing, minutes, and public participation) consistent with RSA 91-A.

Tasks of the Committee

The committee shall research the options below.

1. Contract operations as now with new contract partners as needed.
2. Full In-House DPW. (Note: the committee must not just plan how to implement a DPW).
3. Partnership(s) with other towns.
4. Combination of two or more of the above.

The committee shall also consider additional options and or issues discovered pertaining to public works tasks and activities as it sees fit.

The committee shall provide the BoS a (1) progress report for presentation at the 2022 Town Meeting and a (2) final report by 1 July 2023. (The final date may be adjusted with BoS coordination.)

1. The report shall address the purposes listed above.
2. The report shall provide a comparison of existing costs to the projected costs of the various options considered.
3. The report should contain any other pertinent information as seen fit by the committee.

Committee Resources

The committee shall reach out to current Madbury officials for input. The committee may also contact former Madbury officials for input.

The committee shall reach out to the general public for comment and suggestions and encourage public participation.

The committee should reach out to officials of other towns with similar expertise, organization, and or experiences. The committee may also need to confer with current and possible future contractors. The committee may utilize outside experts (e.g., NHMA, planning consultants, etc.) with BoS approval.

The committee should use the attached Appendix of Questions to help scope and guide its work.

The town will provide general administrative support (meeting space, paper, copiers, etc.) to the committee.

Charter Length

This charter is adopted on 26 September 2022 and is effective from adoption until acceptance of the final report by the BoS.



Fritz Green
Chair, Board of Selectmen



Janet Wall
Selectman



Mark Avery
Selectman

Attachment: Appendix of Questions